

**October 5, 2004**

MEMORANDUM FOR: Management and Organization Division  
Office of the Chief Financial Officer/Chief  
Administrative Officer

FROM: Nicholas R. Scheller /s/  
Chief, management and Organization Division

SUBJECT: Certification of 1-803, Records Management, Dated  
September 29, 2003

The Office of the Chief Financial Officer / Chief Administrative  
Officer (CFO/CAO) reviewed National Weather Service Procedural  
Directive 1-803, Records Management, and certifies it is current and  
requires no updating during its FY 2004 annual review cycle.

